ANNUAL TRAINING NEEDS ASSESSMENT

- What is an Annual Training Needs Assessment?

- What are the methods used to gather the information required to complete the Annual Training Needs Assessment?

- What data must you collect to complete the Annual Training Needs Assessment?
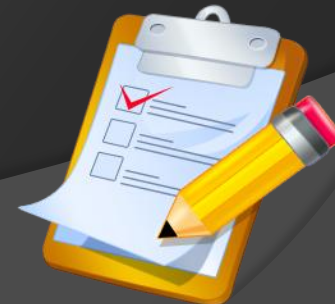
What is an Annual Training Needs Assessment?

- The Annual Training Needs Assessment is a forecast of organizational and individual training and development requirements.

- Training Needs Assessments are conducted every year to establish training plans and future budget projections.

Methods used by supervisor to obtain information required to complete a Training Needs Assessment

- The first method: Use data from prior year or years Annual Training Needs Assessments.

- The second method: Direct observation of employee performance, request input from employees and compare results and requests to their Individual Development Plan, Position Description, and Standards to verify training needs.

- The third method: Is a combination of both the first and second methods.

What data must you collect to complete the Training Needs Assessment?

Categories of Training

- There are six categories of training:

Type 1 – Statutory Training

Type 2 – Regulatory / Risk Management Training

Type 3 – Conversion / Reorganization Training

Type 4 – Modernization Training

Type 5 – Operational Skills Training

Type 6 – Professional Development Training

From each category, the supervisor needs to have the following data compiled:

✓ Course Title / Description (Mission / Purchase / Event)

✓ Total number of technicians to be trained

✓ Total course hours (course hours x number to train)

✓ Total tuition (total tuition x number to train)

✓ Total per diem (total per diem x number to train)

✓ Total travel (total travel cost x number to train)

✓ Total other costs (i.e. Instructor fees, course materials, etc)

✓ Priority

✓ Impact if not funded

The Six Categories In Depth

- Type 1 – Statutory Training

    a. Definition: Training which is mandated by law

    b. Example Courses:
    - Contractor / Acquisition personnel
    - Mandated Hazardous Materials Handling
    - Equal Opportunity Compliance training
    - Hazardous Materials Compliance (e.g. POL)

- Type 2 – Regulatory / Risk Management Training

a. Definition: Training required for complying with standards established by federal regulations, directives, executive orders, and/or federal agency policies to minimize significant liability to the government.

b. Example Courses:

- Basic Supervisory training

- Auditor / Internal Review training

- Comptroller / Financial Management training

- OSHA/Safety training

- Occupational Health training

- Financial Law / Budgetary Administration training

- Professional / Technical Certification training

- Type 3 – Conversion / Reorganization Training

    a. Definition: Training required as a result of a change in mission and or an organizational realignment or reorganization.

    b. Example Courses:

    - Cross training to acquire skills to perform the new mission.

Type 4 – Modernization Training

    a. Definition: Training required as a result of equipment upgrades that are not related to mission changes.

    b. Example Courses:

    - Automated Systems training

    - New Equipment training (NET), when the new equipment is not related to a change in organizational structure or mission.

- Type 5 – Operational Skills Training

a. Definition: Training that is required for ensuring acceptable performance level in current position. For purposes of this category, performance improvement training is that training required for bringing a technician to an acceptable level of performance.

b. Example Courses:

(1) Initial Skills Training

- New Employee Orientation

- Cross-training due to position change

- Occupational Skills training

(based on FTS position duties)

- Type 5 – Operational Skills Training Cont…

  b. Example Courses:

  (2) Transition Training

  - Pre-Retirement Seminars

  (3) Professional Conferences

- Type 6 – Professional Development Training

  a. Definition: Professional executive leadership training for technicians who show high potential for assuming more challenging positions.

  b. Example Courses:

  - Introduction to Organizational Learning

  - Leading Change

  - Long-term Developmental Programs for the Individual Performer, supervisor, manager, and executive.

To reiterate:
From each category, the supervisor needs to have the following data compiled:

- ✓ Course Title / Description (Mission / Purchase / Event)

- ✓ Total number of technicians to be trained

- ✓ Total course hours (course hours x number to train)

- ✓ Total tuition (total tuition x number to train)

- ✓ Total per diem (total per diem x number to train)

- ✓ Total travel (total travel cost x number to train)

- ✓ Total other costs (i.e. Instructor fees, course materials, etc)

- ✓ Priority

- ✓ Impact if not funded

Annual Training Needs Assessment for FY10 Budget Submission

Funded Items

AMSCO/MDEP:		PM CODE:		AFP:	$0

		Amount and Date of Event												
		1st Qtr			2nd Qtr			3rd Qtr			4th Qtr			Annual
Priority	Mission/Purchase/Event	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Total
1														
2														
3														
4														
5														
6														
7														
8														
9														
10														
11														
12														
13														
14														
15														
16														
	Totals													

Allotment Rqst by Qtr	
1st Qtr	
2nd Qtr	
3rd Qtr	
4th Qtr	
TOTAL	

Total AFP	
Events Planned	
Remaining AFP	
Unfunded Events	

Annual Training Needs Assessment for FY10 Budget Submission

Funded Items

AMSCO/MDEP:	11200000 NGTP	Name:	JFHQ/J1 - BD0	AFP:	$0

		Amount and Date of Event												
		1st Qtr			2nd Qtr			3rd Qtr			4th Qtr			Annual
Priority	Mission/Purchase/Event	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Total
1	TAG site visits	$5,000			$5,000				$5,000			$5,000		$20,000
2	SJA Conf/Seminar			$5,000										$5,000
3	Fiscal Law course								$12,500					$12,500
4	NGB PDI Training		$4,000								$4,000			$8,000
	Totals	$5,000	$4,000	$5,000	$5,000				$17,500		$4,000	$5,000		$45,500

Allotment Rqst by Qtr	
1st Qtr	$14,000
2nd Qtr	$5,000
3rd Qtr	$17,500
4th Qtr	$9,000
TOTAL	$45,500

Total AFP	
Events Planned	$45,500
Remaining AFP	
Unfunded Events	-$45,500

Annual Training Needs Assessment for FY10 Budget Submission

Funded Items

AMSCO/MDEP:	11200000 NGTP	Name:	USPFO - UB0	AFP:	$0

		Amount and Date of Event											
		1st Qtr			2nd Qtr			3rd Qtr			4th Qtr			Annual
Priority	Mission/Purchase/Event	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Total
1	NGB Contract Training				$7,500							$7,500		$15,000
1	RIMIC Training course						$15,000							$15,000
1	Fiscal Law course								$12,500					$12,500
1	NGB PDI Training		$4,000								$4,000			$8,000
1	COR Training course			$7,500										$7,500
2	LMS Training	$3,000				$3,000					$3,000			$9,000
2	USPFO Conf/Trng				$8,000									$8,000
2	GSA Contract Conf/Trng							$7,500						$7,500
	Totals	$3,000	$4,000	$7,500	$15,500	$3,000	$15,000	$7,500	$12,500		$7,000	$7,500		$82,500

Allotment Rqst by Qtr	
1st Qtr	$14,500
2nd Qtr	$33,500
3rd Qtr	$20,000
4th Qtr	$14,500
TOTAL	$82,500

Total AFP	
Events Planned	$82,500
Remaining AFP	
Unfunded Events	-$82,500

Review

- <u>Annual Training Needs Assessment</u> is a forecast of organizational and individual training and development requirements.

- Three Methods used to obtain information required to complete an Annual Training Needs Assessment

- Six categories of training

Questions
on
Annual Training Needs Assessment?
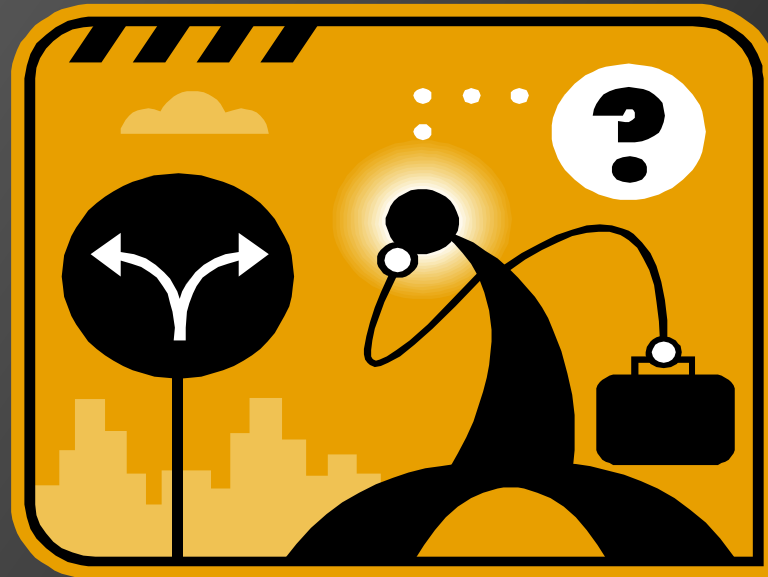
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